

<b>PHA 5-Year and Annual Plan</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 4/30/2011</b>
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<b>1.0</b>	<b>PHA Information</b> PHA Name: <u>Housing Authority of the City of Grand Forks, ND</u> PHA Code: <u>ND012</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>01/2012</u>					
<b>2.0</b>	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: _____ Number of HCV units: <u>1265</u>					
<b>3.0</b>	<b>Submission Type</b> <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only					
<b>4.0</b>	<b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)					
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program PH HCV	
	PHA 1:					
	PHA 2:					
	PHA 3:					
<b>5.0</b>	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.					
<b>5.1</b>	<b>Mission.</b> State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years:					
<b>5.2</b>	<b>Goals and Objectives.</b> Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.					

6.0	<p><b>PHA Plan Update</b></p> <p>(a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.</p> <p><b>PHA Plan Elements.</b> (24 CFR 903.7)</p> <p><b>Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.</b></p> <p><i>Working Preference:</i> In early 2011 it became apparent that some sort of reduction in funding for our programming was likely, and its implementation would be imminent – or retroactive. In anticipation of this change, the GFHA began preparing to implement a “working preference,” which was expected to lower the per unit cost of our Housing Choice Voucher program. This preference was implemented in August 2011. While it is too soon to tell what the ultimate impact will be, initial projections indicate that the GFHA could reduce its per unit cost by 10-20%, allowing the organization to serve its full ACC of families, rather than being limited by its budget.</p> <p><i>Family Unification Program Preference</i> – While creating the Working Preference for our area, we determined that a preference should also be given to those who are currently utilizing a FUP voucher. This will allow us to avoid the unfortunate circumstance of having to end a family's assistance after 18 months if they are no longer eligible for the FUP voucher, but have not yet reached the top of the HCV waiting list.</p> <p><b>Financial Resources.</b></p> <p><i>Starting Out Right (SOR) Program</i> – In late 2010 Staff of the GFHA worked with the local United Way to create the “Starting Out Right” program, providing additional assistance to families struggling to pay their security deposit and first month's rent. In addition to providing this monetary assistance, the Starting Out Right Coordinator also meets with families utilizing the program to set up educational and employment goals, and to refer HCV clients to the Family Self-Sufficiency program. While this program has been utilized primarily in our project-based units, SOR has helped 7 HCV families to date who would not have been able to afford moving into their apartment otherwise. Financial resources for this program have been more consistent recently and, as a result, the percentage of HCV participants in the program has grown significantly and is expected to continue increasing.</p> <p><i>Reduction in Admin Funding</i> – Due to the reduction in HCV Admin funding, the GFHA has had to take significant steps to save money, including not filling one position following one individual's end of employment. Even with this “savings” the GFHA is still looking for further avenues to reduce costs while maintaining a high level of service to our clients.</p> <p><b>Community Service and Self-Sufficiency.</b></p> <p>As noted above, the <i>Starting Out Right Program</i> provides financial assistance and encouragement to help families move toward self-sufficiency through the FSS program. This program has been generously supported by our local United Way, the Otto Bremer Foundation, and CRA funds from local banks. It is our hope that this program will prove very successful over the coming year, and will be a catalyst to create programming the more actively supports families as they transition from homelessness, shelter housing, or recent unemployment, to a home with housing assistance.</p> <p>In addition to the Starting Out Right Program, the GFHA partnered with a number of organizations in 2010 and 2011 to help form Grand Forks Community Land Trust: an organization committed to providing affordable, responsible homeownership opportunities for Grand Forks families. While this program will not be directly operated by the GFHA, it was developed with the GFHA's Housing Choice Voucher Home Ownership program in mind, and will be a useful asset in helping GFHA reach its goal of 25 families utilizing their HCV toward homeownership. GFCLT broke ground on its first home on October 3, 2011. This home is being built for a HCVHO client, who also happens to have a disability and now has an opportunity to design her home to her needs. GFCLT and the GFHA are looking forward to many future collaborations on this program in the future.</p> <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.</p> <ul style="list-style-type: none"> <li>• Main administrative office of the GFHA                      Grand Forks City Hall                      Grand Forks Public Library</li> <li>• Grand Forks Housing Authority Web site: <a href="http://www.grandforkshousingauthority.org">www.grandforkshousingauthority.org</a></li> </ul>
7.0	<p><b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i></p> <p>d) <b>Homeownership.</b> The Grand Forks Housing Authority is authorized to have up to 25 families participating in its Housing Choice Voucher Home Ownership program at any given time. To date, this program has not been fully utilized because of high housing costs and low payment standards in our community; however, with the creation of Grand Forks Community Land Trust the GFHA is hopeful that utilization of its HCVHO program will increase significantly. In fact, the first GF Community Land Trust home is being built for an individual with a disability who plans to utilize her Housing Choice Voucher toward her GFCLT mortgage.</p> <p>e) <b>Project-based Vouchers.</b> The Grand Forks Housing Authority currently utilizes 111 total Project-Based Vouchers in the following census tracts: 118 (4), 112.5 (76), 106.2 (22), and 101.2 (9). It is the intent of the organization to continue utilizing all of these Project Based Vouchers in 2012.</p>
8.0	<p><b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.</p>

8.1	<b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing.
8.2	<b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.
8.3	<b>Capital Fund Financing Program (CFFP).</b> <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.
9.0	<p><b>Housing Needs.</b></p> <p>The Grand Forks community continues to see a widening gap between incomes and housing affordability, a gap much wider than similar communities across the State of North Dakota. The North Dakota Housing Finance Agency's "State of Affordable Housing in North Dakota" Report, released in 2010, indicates that the Grand Forks MSA has the highest average rents in the state, with the exception of Ward County, which has had an extremely active oil industry in recent years. The Grand Forks MSA is not impacted by the "oil boom," therefore incomes have not risen to a level where families are able to afford such significant costs for rent. Based on this study, the Fair Market Rent for a 2 bedroom unit in Grand Forks is nearly 4% higher than a similar unit in the Fargo MSA, and over 7% higher than those in the Bismarck MSA. While these statistics may not appear overwhelming, they must also be paired with the discrepancy in incomes: with median family incomes according to Fannie Mae of \$68,100 (Fargo MSA) and \$68,000 (Bismarck MSA), these comparable communities not only have rents that are 4-7% less expensive than those of Grand Forks, they also have incomes approximately 6.6% higher than those of Grand Forks families.</p> <p>In addition to the rental needs of Grand Forks, newly constructed homes are growing more and more expensive, thus increasing the cost of "entry level" homes in need of significant repairs. While this is not a direct concern to the GFHA's rental assistance programs, we are concerned that many first time homebuyers purchase homes that they consider affordable, only to realize later that the amount of money required to make the homes livable is well beyond their means. Additionally, many owners of older properties see more profit in renting out their homes. This leads to negligence of the home itself and a general lack of pride of ownership. The GFHA looks forward to partnering with Grand Forks Community Land Trust to alleviate these issues and better serve GFHA's clients moving toward-self sufficiency.</p>
9.1	<b>Strategy for Addressing Housing Needs.</b> Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. <b>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</b>

**Additional Information.** Describe the following, as well as any additional information HUD has requested.

(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan. *Note format: Previous goal listed first in bold: Current status to follow.*

- **Reach 100% compliance on all SEMAP indicators:** Accomplished in 2010 (report completed in 2011)
- **Offer clients a minimum of 3 opportunities to provide written feedback regarding our process. These 3 include: at the time of application, following each annual recertification, and at the end of their assistance.** Opportunities for comment will also be available whenever a client would like to leave information. Staff at the GFHA are currently looking into other options for collecting feedback, as clients are typically unwilling to share information in writing unless they are particularly upset. As staff are considering different options, all have been encouraged to document positive feedback as well as negative feedback. This information is then shared at the GFHA's monthly all-staff meeting.
- **Reduce process time (selection to "ready to rent") to 30 days for those who have reached the top of the waiting list.** This process is continually challenging, as some elements of our work (EIV) seem to have continually evolving requirements. In an effort to meet all of these requirements without staff spending significant time reading regulations, the GFHA is working to create a Compliance Technician position, which will be responsible for monitoring compliance for all programs. GFHA staff are also "testing" the process on a regular basis to determine how long it actually takes to run a file when no distractions are present. Surprisingly, this process takes significantly longer than anticipated. This realization has led us to take another detailed look at our process to see if it is possible to move things faster.
- **Utilize vouchers at a minimum rate of 97% throughout the fiscal year;** The ambiguity in the 2011 budget made this goal particularly difficult to accomplish. For nearly five months at the beginning of 2011 very few families were selected for the HCV program because we were anticipating significant budget cuts. To our surprise, the HAP budget did not take a cut, but the administration budget did. Five months into the year we had to figure out how to disperse the vouchers we had been holding for the last 4 months. While we believe we will still reach 98% of our budget, we are not certain that the HCV program will be utilized at 98% of its ACC.
- **Decrease expenses associated with providing housing assistance in an effort to continue assistance for as many families as possible.** Executive Management continues to evaluate staffing levels and look for new opportunities to move work to appropriate levels. We have recently made great strides in this area with a new organizational structure. The success of this change should be known in early 2012.
- **Utilize all FUP vouchers, freeing funds to provide housing assistance to other eligible families.** GFHA began the year over-utilized on the FUP program and now anticipated lowering enough to average 19-20 families per month over the course of the year.
- **Increase the utilization of our existing voucher home ownership program to 5 or more families per year through more informational materials and increased promotion by Housing Choice Voucher Administrators.** The GFHA is very proud to have created Grand Forks Community Land Trust in late 2010, which now operates as its own 501(c)3 nonprofit organization. GFCLT is the first CLT in the state of North Dakota, and has been recognized as a model for other communities in the state struggling with affordable housing needs. From the beginning GFCLT has been committed to serving families through the HCVHO program in addition to families who have never received housing assistance previously. GFCLT broke ground on their first home on October 3, 2011, and this home is designated to be sold to a HCVHO participant.
- **Promote the Family Self-Sufficiency program to all eligible clients starting when they first apply, with the goal of reaching over 150 FSS participants. Encourage these families to participate in self-sufficiency counseling as well as enrolling in workforce training programs at local Neighborhood Networks Centers.** Due to the lengthy time we were unable to issue new vouchers, we were not able to recruit new FSS participants through our previous techniques. While this has decreased our number of participants, it has also encouraged our FSS staff to use new recruitment techniques. Returning to a point where we are issuing at a higher rate is expected to help increase our number of participants.
- **Consistently work with Family Self-Sufficiency Program Coordinating Committee to ensure all vital service providers are represented or associated with our daily work and aware of our clients' needs. Maintain a PCC representing over 15 service organizations throughout the community.** Our FSS staff has plans to meet with the PCC as usual and continues to receive advice from them on referrals and other related issues.
- **Improve the overall organizational effectiveness of the Housing Authority of the City of Grand Forks in such a way that we are able to provide the most efficient and client responsive organization reasonably possible with the resources available.** The GFHA continues to face significant budget strains, but has worked hard to get through these issues. A new organizational chart eliminated some positions, which will lead to financial savings, though it will also lead to more work but will not increase compensation for other employees. While the GFHA understands the need to cut the Federal budget, we do feel it necessary to state that the financial strains have reached a point where our clients and our employees are affected negatively in this time where the need is at its greatest. We will continue to do our work with passion, and hope that someday soon the Federal budget will be able to meet the needs of the many more families in need of housing assistance.

(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"

A substantial deviation from the 5-Year Plan is defined as a change in policy or program that would significantly alter the stated goals of the Grand Forks Housing Authority. As with any situation that would significantly alter our goals, if an event or development occurs that may result in a substantial deviation, we would inform our Board of Commissioners through a written explanation, information, and documentation concerning the circumstances. Once they have been informed and they have had an opportunity to ask any necessary questions the Board of Commissioners shall discuss and consider any options and merits of amending or modifying the 5-Year Plan.

A change in policy or program that would significantly alter the goals set by the Housing Authority of the City of Grand Forks, change the nature of the programs, and/or significantly impact the LMI population served by the programs administered by the Housing Authority may result in an amendment or modification to the Annual Plan. If the Board of Commissioners recommends a significant amendment or modification to the Annual Plan, the Housing Authority shall publish a notice of the proposed change in a newspaper of general circulation, and allow a 30-day comment period before holding a public hearing regarding the proposed change, HUD will be notified of a proposed change or final change as required by regulation.

10.0

11.0	<p><b>Required Submission for HUD Field Office Review.</b> In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. <b>Note:</b> Faxed copies of these documents will not be accepted by the Field Office.</p> <ul style="list-style-type: none"> <li>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</li> <li>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</li> <li>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</li> <li>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</li> <li>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</li> <li>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</li> <li>(g) Challenged Elements</li> <li>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</li> <li>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</li> </ul>
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## 11f Resident Advisory Board (RAB) comments:

**Working Preference:** In early 2011 it became apparent that some sort of reduction in funding for our programming was likely, and its implementation would be imminent – or retroactive. In anticipation of this change, the GFHA began preparing to implement a “working preference,” which was expected to lower the per unit cost of our Housing Choice Voucher program. This preference was implemented in August 2011. While it is too soon to tell what the ultimate impact will be, initial projections indicate that the GFHA could reduce its per unit cost by 10-20%, allowing the organization to serve its full ACC of families, rather than being limited by its budget.

*Resident Advisory Board Members asked a number of questions about the “Working Preference” related to their individual situations. Many of these questions related to those with disabilities and those who are elderly. Would they be eligible for a “working” preference? What about students attending the University of North Dakota or Northland? Would they be “punished” for going to school? What about single mothers? What if they can’t afford daycare so they can’t get a job?*

Staff of the GFHA anticipated many questions and potential issues related to the working preference. In the conversations noted above, explanations were given indicating that those with disabilities and the elderly would, in fact, qualify for the preference even if they were not working. Staff also informed the RAB that work study and VISTA employment would also be considered working. While not all students would be eligible for the preference, this would reach a number of them. Above all, staff informed those with questions that not receiving the preference would not make a family ineligible for the HCV program; it would just lengthen their wait time a bit. Realistically, though, because of the 75% ELI requirement, those with little or no income would still likely be chosen in a relatively timely manner. Once all of these issues were clarified those concerned appeared to understand that this was a move that needed to be made to serve as many families as possible and keep GFHA running efficiently.

On a related note, clients noted great concern related to the Federal Budget and its impact on housing assistance. Is it possible that they could eventually lose their voucher? We noted that we could not predict future budgets, but that we do not anticipate a change happening in the near future where vouchers currently being utilized would be “taken away.”

**Family Unification Program Preference –** While creating the Working Preference for our area, we determined that a preference should also be given to those who are currently utilizing a FUP voucher. This will allow us to avoid the unfortunate circumstance of having to end a family’s assistance after 18



months if they are no longer eligible for the FUP voucher, but have not yet reached the top of the HCV waiting list.

*Questions were asked about the Family Unification Program, who is eligible for it, and how long they can remain on their FUP voucher. RAB members also asked in what situation a family would not be able to use their FUP voucher after 18 months, and why.*

Staff clarified the requirements of the program, noting that FUP-eligible youth would not be able to keep their FUP voucher perpetually, but would instead need to be transferred to a regular voucher. This clarification resolved the issue, though there was still some confusion as to the name of the program – why is a program that serves primarily youth out of foster-care locally called the Family UNIFICATION Program? There was no significant concern on this matter, but they made it clear the name was confusing.

**Offer clients a minimum of 3 opportunities to provide written feedback regarding our process. These 3 include: at the time of application, following each annual recertification, and at the end of their assistance. Opportunities for comment will also be available whenever a client would like to leave information.**

*RAB Board Members noted that often when they are first signing up for a voucher they do not have the time or energy to leave comments unless they are unhappy. They agreed that connecting later on would be better, but weren't sure what the best way would be to do it because they have a great deal of paperwork at their annual appointments as well.*

Staff will look further into options for connecting with families on a more regular basis for feedback – not when they are already filling out significant paperwork.

**Increase the utilization of our existing voucher home ownership program to 5 or more families per year through more informational materials and increased promotion by Housing Choice Voucher**

**Administrators.** The GFHA is very proud to have created Grand Forks Community Land Trust in late 2010, which now operates as its own 501(c)3 nonprofit organization. GFCLT is the first CLT in the state of North Dakota, and has been recognized as a model for other communities in the state struggling with affordable housing needs. From the beginning GFCLT has been committed to serving families through the HCVHO program in addition to families who have never received housing assistance previously. GFCLT broke ground on their first home on October 3, 2011, and this home is designated to be sold to a HCVHO participant.

*RAB Members expressed their interest in and support of the community land trust idea. One RAB member joined the waiting list previously and is likely to be the homebuyer for the home GFCLT broke ground on in October. This RAB member expressed her gratitude to the GFHA for continuing to seek opportunities for her to achieve homeownership – which would allow her to have a home that suits her needs as well as the needs of her service dog. She will utilize the Housing Choice Voucher Home Ownership program in this purchase, and gladly noted that without the use of her voucher she would not be able to afford the home.*

*In addition to specific comments regarding GFCLT programming, RAB members were interested in the first home's focus on Universal Design. One RAB member was an advocate for this and expressed her gratitude to the GFHA and GFCLT's commitment to provide a living situation with Universal Design elements.*

While a great deal of this credit goes to GFCLT, the opportunity to live in this home would not be possible without the HCVHO program. The GFHA anticipates a great increase in this programs use over coming years and was appreciative of RAB comments in support.

## **Housing Needs**

*As they have in many years prior, RAB members expressed their concern over the high rents in Grand Forks. They are simply too high for the payment standard.*

Unfortunately, this is an issue that may grow worse in the future. GFHA has consistently placed their payment standards at 110% of FMR. In light of the recent administrative budget cuts, GFHA is not certain they will be able to afford to do this in the future, putting even further strain on families attempting to find units in an inflated market. Staff informed the RAB that we would do everything possible to inform HUD and Congress of this need, but that with the current budget situation it was unlikely a beneficial change would be seen.

## **11g Challenged Elements**

No elements of the 2012 PHA Plan were challenged by the GFHA Board of Commissioners, the Resident Advisory Board, the Public Hearing, or during the Public Comment Period.

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

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## **Instructions form HUD-50075**

**Applicability.** This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

### **1.0 PHA Information**

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

### **2.0 Inventory**

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

### **3.0 Submission Type**

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

### **4.0 PHA Consortia**

Check box if submitting a Joint PHA Plan and complete the table.

### **5.0 Five-Year Plan**

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

**5.1 Mission.** A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

**5.2 Goals and Objectives.** Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

**6.0 PHA Plan Update.** In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

#### **PHA Plan Elements. (24 CFR 903.7)**

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.
2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: 1) development name and number; 2) designation type; 3) application status; 4) date the designation was approved, submitted, or planned for submission, and; 5) the number of units affected.



7. **Community Service and Self-Sufficiency.** A description of: (1) Any programs relating to services and amenities provided or offered to assisted families; (2) Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; (3) How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. (Note: applies to only public housing).
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.
9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

**7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers**

- (a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: [http://www.hud.gov/offices/pih/centers/sac/demo\\_dispo/index.cfm](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm)  
**Note:** This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>
- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

**8.0 Capital Improvements.** This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

**8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report.** PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

## 8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

- 8.3 Capital Fund Financing Program (CFFP).** Separate, written HUD approval is required if the PHA proposes to pledge any portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

- 9.0 Housing Needs.** Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. (**Note:** Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

- 9.1 Strategy for Addressing Housing Needs.** Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. (**Note:** Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

## 10.0 Additional Information.

Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. (**Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.**)
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". (**Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.**)
- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. (**Note: Standard and Troubled PHAs complete annually.**)

## 11.0 Required Submission for HUD Field Office Review.

In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace* (**PHAs receiving CFP grants only**)
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions* (**PHAs receiving CFP grants only**)
- (d) Form SF-LLL, *Disclosure of Lobbying Activities* (**PHAs receiving CFP grants only**)
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet* (**PHAs receiving CFP grants only**)
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (**Must be attached electronically for PHAs receiving CFP grants only.** See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (**Must be attached electronically for PHAs receiving CFP grants only.** See instructions in 8.2.

**Housing Authority of the City of Grand Forks, ND012**  
**Attachment to PHA Plan related to VAWA**

**Violence Against Women Act (VAWA)**

- The GFHA regularly works with the Community Violence Intervention Center (CVIC), the local agency serving victims of domestic violence, to provide safe housing opportunities for these families.
- The GFHA Administrative Plan currently has the following policy related to domestic violence:

**2.20 Violence Against Women Reauthorization Act of 2005**

**Domestic violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim, or by any other person against an adult or youth who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**Dating violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based upon consideration of the following factors: the length of the relationship; the type of relationship; the frequency of interaction between the persons involved in the relationship.

**Stalking** means to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate; or to place under surveillance with the intent to kill, injure, harass, or intimidate another person; and in the course of, or as a result of, such following, pursuit surveillance, or repeatedly committed acts, to place a person in reasonable fear of the death, or serious bodily injury to, or to cause substantial emotional harm to a) that person, b) a member of the immediate family of that person, or c) the spouse or intimate partner of that person. The term immediate family member means: a spouse, parent, brother, sister or child of that person or an individual to whom that person stands in the position or place of a parent; or any other person living in the household of that person and related to that person by blood or marriage.

**Victims of Domestic Violence**

An individual's status as a victim of domestic violence, dating violence or stalking is not a basis of denial of admission or denial of housing assistance. An incident or incidents of actual or threatened domestic violence, dating violence or stalking does not qualify as a serious or repeated violation of the lease. The offender may be denied tenancy and/or housing assistance while the victim may be admitted.

The Violence Against Women Reauthorization Act of 2005 (VAWA) limits the owner's and the Housing Authority's right to deny tenancy or program assistance under certain circumstances. An owner and the Housing Authority shall not consider actual or threatened domestic violence, dating violence or stalking (hereafter referred to as domestic violence) as a cause for denial of assistance, denial of tenancy, and occupancy or program assistance of a victim of such violence. Participants shall be provided notice of their rights under VAWA in the Leasing Packet.

Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim, or by any other person against an adult or youth who is protected from that person's acts under the domestic of family violence laws of the jurisdiction.

Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based upon consideration of the following factors: the length of the relationship; the type of relationship; the frequency of interaction between the persons involved in the relationship.

The term stalking means to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate; or to place under surveillance with the intent to kill, injure, harass, or intimidate another person; and in the course of, or as a result of, such following, pursuit surveillance, or repeatedly committed acts, to place a person in reasonable fear of the death, or serious bodily injury to, or to cause substantial emotional harm to a) that person, b) a member of the immediate family of that person, or c) the spouse or intimate partner of that person. The term immediate family member means: a spouse, parent, brother, sister or child of that person or an individual to whom that person stands in the position or place of a parent; or any other person living in the household of that person and related to that person by blood or marriage.

All information provided to the Housing Authority or to the owner regarding domestic violence must be retained in confidence. The information shall not be entered into any shared database nor provided to any related entity, except to the extent that the disclosure: a) is requested or consented to by the individual in writing, b) is required for use in an eviction proceeding, or c) is otherwise required by applicable law.

When an applicant or tenant claims that he or she is a victim of domestic violence, the Grand Forks Housing Authority shall request certification that he/she is a victim of such violence using form HUD-50066. The certification must include the name of the perpetrator and be provided within 14 business days after the individual receives the request for the certification from the Housing Authority. An individual may satisfy the certification requirement by providing documentation on letterhead and signed by an employee, agent or volunteer of a victim service provider, attorney or a medical professional, from whom the victim has sought assistance in addressing the actual or threatened abuse. An extension may be approved for submission of the certification if the individual can show that there is/are unavoidable circumstances preventing the certification from being completed and/or submitted to the Housing Authority, but no more than 30 days.

**The Housing Authority may deny tenancy to the perpetrator and require that the perpetrator not be a guest in the unit and not permitted on the premises of the property. Program assistance and/or tenancy of the victim may be denied for failure to meet tenant selection criteria other than an act of domestic violence, or if the Housing Authority or manager can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the property if the tenancy of the victim is not terminated.**



# **PHA Certifications of Compliance with PHA Plans and Related R e g u l a t i o n s**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 08/30/2011

## **PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the \_\_\_ 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.



13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
  - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Housing Authority of the City  
PHA Name of Grand Forks, ND

NDD012  
PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 20 - 20

Annual PHA Plan for Fiscal Years 2012- 2013

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Curt Kreun

Title Chair, Board of Commissioners

Signature

Curt Kreun

Date 10.12.2011

# Certification for a Drug-Free Workplace

U.S. Department of Housing  
and Urban Development

Applicant Name

Housing Authority of the City of Grand Forks

Program/Activity Receiving Federal Grant Funding

HCV (Section 8)

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

1405 1st Ave North  
Grand Forks, ND 58203  
Grand Forks County, ND

Check here ☐ if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Terry Hanson

Title

Executive Director

Signature



Date

10.11.11

